

## DETERMINING PERIODIC SUPPORT HOURS

Individual: \_\_\_\_\_ CSB: \_\_\_\_\_

Date: \_\_\_\_\_

### STEPS

Step 1: Examine program schedules and consider the person's history to estimate for each month of the year the number of hours of additional Residential Support or Personal Assistance service that may be needed. Consider the likelihood of illness, inclement weather, closed day program, etc.

Step 2: Identify the month(s) with the greatest estimated number of additional hours.

Step 3: Divide the greatest number of monthly hours, found in step 2, by 4 to get the average weekly number of Periodic Support Hours.

Step 4: Enter result on the Individual Service Authorization Request (ISAR) form and add to the requested weekly Residential Support or Personal Assistance hours. Multiply this total by 52 (weeks) to indicate the maximum hours per year that might be utilized. Round.

### CALENDAR

MONTH	Work/DS/ School Holidays	DS or school In-service/ Closings	Illness/Other Needs of Consumer	Inclement Weather	Total Additional Hours
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

**Example:** Seeking approval for 82 hours per week Congregate Residential Support and Periodic Support Hours.

Step 1: Estimated hours of additional support that will be required: January = 30; February = 25; March = 15; April = 5; May = 5; June = 30; July = 5; August = 5; September = 5; October = 15; November = 20; December = 30.

Step 2: Greatest number of estimated additional hours in one month = 30.

Step 3:  $30 \text{ hours} \div 4 = 7.5$  weekly hours of Periodic Support.

Step 4: Enter 7.5 on the ISAR form.  $(7.5 \text{ hrs./wk.} + 82 \text{ hrs./wk.}) \times 52 = 4654 \text{ hrs./year}$  [Yearly total (2)]